

<b>RECORDS RETIREMENT REQUEST</b>				ASSIGNED BY RECORDS CENTER	
				JOB NO. <b>68-116</b>	
Submit original and 4 copies to Records Center. Two copies will be returned to the originating office. Additional copies may be prepared as indicated by your RAO.				For Reference Service on Records Transferred to Storage Complete Form 490 and Refer to Above Job Number.	
PART I (TO BE COMPLETED BY THE RECORDS CUSTODIAN)					
TO: CHIEF, ARCHIVES AND RECORDS CENTER		FROM: (Office) <b>CCR</b>		DIVISION	
		BRANCH		SECTION <b>Library</b>	
APPLICATION IS MADE FOR RETIREMENT OF THE RECORDS DESCRIBED BELOW					
DESCRIPTION OF FILE SERIES (Use description in Records Control Schedule and inclusive dates.) IF NECESSARY TO LIST RECORDS, USE FORM NO. 140a, RECORDS SHELF LIST (Check appropriate box below.)					
<b>Library Subject Files - Monthly Reports 1943-1950; 1952-1961</b> <b>Reading Files 1947-1960</b>					
<input type="checkbox"/> SHELF LIST ATTACHED <input checked="" type="checkbox"/> SHELF LIST INCLUDED IN TRANSFER					
CLASSIFICATION OF RECORDS  <b>SECRET</b>			FILE EQUIPMENT OCCUPIED BY RECORDS <input type="checkbox"/> LETTER <input type="checkbox"/> LEGAL <input checked="" type="checkbox"/> <b>2 OTHER (Specify)</b> NUMBER OF DRAWERS		
APPROXIMATE REFERENCE ACTIVITY PER MONTH  <b>once or twice a year</b>					
LOCATION OF RECORDS					
BUILDING <b>HQ</b>	ROOM <b>1U1114</b>	EXTENSION <b>5000</b>	DATE <b>26 July 1967</b>	SIGNATURE OF RECORDS CUSTODIAN <b>Marion L. Barrow</b>	
PART II (TO BE COMPLETED BY THE RECORDS ADMINISTRATION OFFICER)					
TYPE OF MATERIAL <input type="checkbox"/> RECORD <input type="checkbox"/> NON-RECORD					
RESTRICTIONS ON USE OF RECORDS (If no restrictions write "None")  <b>Members of Librarian's office and RO/OCA</b>					
DISPOSITION AUTHORIZATION					
CITE SCHEDULE OR AUTHORITY  <b>24-59 #354</b>				SCHEDULED DESTRUCTION DATE	
BUILDING <b>HQ</b>	ROOM <b>2C61</b>	EXTENSION <b>6201</b>	DATE	SIGNATURE OF RECORDS ADMINISTRATION OFFICER <b>25X1A</b>	

## RECORDS SHELF LIST

68-116

TOTAL NO. OF CONTAINERS

2

NOTE: Prepare in duplicate and submit original to Records Center

OFFICE

OCR

DIVISION

Library

BRANCH

Office of Librarian

SECTION

CONTAINER NO.

DESCRIPTION AND DATES

1 Monthly Reports 1948-1950; 1952-1961

2 Reading Files 1947-1960